

21ST Century Community Learning Centers (CCLC) Grants

Process for Determining the 2017-2018 Continuation Awards as Related to Unclaimed Funds

Office of Program Administration and Accountability

P. O. Box 2120

Richmond, Virginia 23218-2120

REDUCTION FOR UNCLAIMED FUNDS

- The 2017-2018 award for Cohort 15 (Year 2) and Cohort 14 (Year 3) grant recipients may be impacted by the unclaimed amount of funds during the 2016-2017 award year as of May 31, 2017.
- Grantees that have implemented the program with fidelity and have claimed at least 85 percent of program funds will not be subject to the reduction.

REDUCTION FOR UNEXPENDED FUNDS

- ✖ Grantees that have not claimed at least 85 percent of program funds may be funded at a reduced amount from the original award for the continuation award.
- ✖ The continuation award will be based on the formula below unless an exception is granted.

Original Award (Year 1) *Minus*
Unclaimed Funds (as of May 31, 2017)
in Excess of 15 percent of Award = Continuation Award

DEPARTMENT REVIEW PROCESS

- ✖ Each grantee in Cohort 14 and 15 that has not claimed at least 85 percent of program funds will be contacted by 21st CCLC Department staff.
- ✖ Grant recipients who do not meet the 85 percent or greater threshold for claiming funds will have the opportunity to provide documentation of pending and/or summer program projected expenditures.
- ✖ Based on the documentation, grantees may receive an exception.

CALCULATION SCENARIOS

- ✖ Scenario A – Grantee has claimed at least 85 percent of the original award by May 31. **The reduction does not apply.**
- ✖ Scenario B – Grantee has not claimed at least 85 percent of original award and does not provide documentation to justify remaining unclaimed funds greater than the 15 percent. **The reduction will apply.**
- ✖ Scenario C – Grantee has not claimed at least 85 percent of original award and provides documentation to justify an exception based on 1) pending expenditures and/or 2) summer program projected expenditures. **The reduction may or may not apply depending on the documentation submitted to the Department.**

EXCEPTION TO THE REDUCTION OF FUNDS FORM

Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA)	
Grantee Section	
Legal Name of Agency (not individual school)	Name of School(s) Served
Mailing Address (Street, City or Town, Zip Code)	
Coordinator of Grant	
Coordinator's E-mail	Phone Number
Assurances The grantee designated above hereby assures that the federal funds will be expended as detailed in the approved application, as well as, in the documents submitted to request an exception from the reduction of unclaimed funds.	
Total 2016-2017 Grant Award	\$0.00
15% of 2016-2017 Grant Award	
Amount of Grant Award Reimbursed by May 31, 2017, as shown in OMEGA, or based on hard copy reimbursements for certain organizations not in OMEGA.	
Amount of Grant Award NOT been Reimbursed by May 31, 2017.	\$0.00
Amount over the 15%, for which the grantee is requesting the exception.	\$0.00
Exception is not needed.	
Indicate below if you would like to apply for an exception based on the following:	
<input type="checkbox"/>	Remaining Unclaimed Funds (These are funds that have been spent by the grantee but have not been reimbursed through OMEGA or the Department of Education.)
<input type="checkbox"/>	Summer School Expenses (These are funds that will be needed to cover summer school expenses.)
<input type="checkbox"/>	Both

May 2017

JUSTIFICATION FOR UNCLAIMED FUNDS TAB

Documentation of Expenditures Not Reimbursed by OMEGA or the Department

0

0	0
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0

This form is to be used to document expenditures for Object Codes 1000, 2000, 3000, 4000, 5000, 6000, 8000 that have not been reimbursed by the Department by May 31, 2007, but have been expended by the division or organization.

Directions: Complete form for a school requesting an exception for unclaimed funds. Detail the expenses.

[illegible]

JUSTIFICATION FOR UNCLAIMED FUNDS

- ✖ All expenditures that have not been paid by The Virginia Department of Education must be submitted on the Justification for Unclaimed Funds tab.
- ✖ The total of all unclaimed expenditures will be counted towards the 85% of the grant funds that must be spent.

JUSTIFICATION FOR SUMMER PROGRAM TAB

	A	B	C	D	E	F	G	H	I
	<p align="center"> Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the <i>Elementary and Secondary Education Act of 1965</i> (ESEA) </p>								
1									
2									
3									
4	<p>Anticipated Summer School Expenses By School</p>								
5	<p>Name of Agency <input type="text"/></p>								
6	<p>f School Served <input type="text"/></p>								
7	<p>Directic program. Detail the expenses anticipated based on the approved application.</p>								
8									
9	<p>Note: The budget below must be based on the summer program that is in the approved application or the latest approved amendment to the application prior to May 16, 2017. The application cannot be amended between May 16, 2017 and August 1, 2017. Any deviation from the application will cause the expenses to be unallowable over the budgeted</p>								
10	<p align="center">1000 - Personnel Services</p>								
11	Description	Unit	Amount	Number	Total				
12	Teachers								
13					0				
14					0				
15					0				
16					0				
17					0				
18					0				
19					0				
20					0				
21	Subtotal Teacher				0				
22	Administrators and Clerical								
23					0				
24					0				
25					0				
26					0				
27					0				
28					0				
29	Subtotal Administrators :				0				
30	Other								
31					0				
32					0				
33					0				
34					0				
35					0				
36					0				
37					0				
38					0				
39					0				
40	Subtotal Teacher				0				
41	Subtotal for Personnel Services				0				
42									
43									
44									

JUSTIFICATION FOR SUMMER PROGRAM

- The summer program budget must be based on the budget that is in the original application or any amendments that have been approved prior to May 1, 2017.
- Amendments to change summer school programs will not be accepted after May 1, 2017.
- ✕ The total of all summer school expenditures will be counted towards the 85% of the grant funds that must be spent.

SCENARIO #1

This grantee has expended 85% of the grant funds and does not need to complete the any of the additional tabs in this workbook.

<p align="center"> Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the <i>Elementary and Secondary Education Act of 1965</i> (ESEA) </p>	
Grantee Section	
Legal Name of Agency (not individual school)	Name of School(s) Served
ABC School Division	ABC Elementary
Mailing Address (Street, City or Town, Zip Code)	
1 Main Street, Anywhere, VA 23123	
Coordinator of Grant	
Virginia Doe	
Coordinator's E-mail	Phone Number
virginia.doe@abc.k12.va.us	804-123-4567
Assurances	
The grantee designated above hereby assures that the federal funds will be expended as detailed in the approved application, as well as, in the documents submitted to request an exception from the reduction of unclaimed funds.	
Total 2016-2017 Grant Award	\$200,000.00
15% of 2016-2017 Grant Award	\$30,000.00
Amount of Grant Award Reimbursed by May 31, 2017, as shown in OMEGA or based on hard copy reimbursements for certain organizations not in OMEGA.	\$170,000.00
Amount of Grant Award that HAS NOT been Reimbursed by May 31, 2017.	\$30,000.00
Amount over the 15%, for which the grantee is requesting the exception.	\$0.00
Exception is not needed.	

SCENARIO #2

Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA)	
Grantee Section	
Legal Name of Agency (not individual school)	Name of School(s) Served
ABC School Division	ABC Elementary
Mailing Address (Street, City or Town, Zip Code)	
1 Main Street, Anywhere, VA 23123	
Coordinator of Grant	
Virginia Doe	
Coordinator's E-mail	Phone Number
virginia.doe@abc.k12.va.us	4567
Assurances	
The grantee designated above hereby assures that the federal funds will be expended as detailed in the approved application, as well as, in the documents submitted to request an exception from the reduction of unclaimed funds.	
Total 2016-2017 Grant Award	\$200,000.00
15% of 2016-2017 Grant Award	\$30,000.00
Amount of Grant Award Reimbursed by May 31, 2017, as shown in OMEGA or based on hard copy reimbursements for certain organizations not in OMEGA.	\$150,000.00
Amount of Grant Award not NOT been Reimbursed by May 31, 2017.	\$50,000.00
Amount over the 15%, for which the grantee is requesting the exception.	\$20,000.00
	If seeking an exception for funds in F24, justification is
Indicate below if you would like to apply for an exception based on the following:	
<input checked="" type="checkbox"/>	Remaining Unclaimed Funds (These are funds that have been spent by the grantee but have not been reimbursed through OMEGA or the Department of Education.)
<input type="checkbox"/>	Summer School Expenses (These are funds that will be needed to cover summer school expenses.)
<input type="checkbox"/>	Both

This grantee has unclaimed expenditures that when added to the amount actual expenditures reimbursed will meet the 85% requirement. They must complete the Justification – Unclaimed Funds tab.

SCENARIO #3

Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA)	
Grantee Section	
Legal Name of Agency (not individual school)	Name of School(s) Served
ABC School Division	ABC Elementary
Mailing Address (Street, City or Town, Zip Code)	
1 Main Street, Anywhere, VA 23123	
Coordinator of Grant	
Virginia Doe	
Coordinator's E-mail	Phone Number
virginia.doe@abc.k12.va.us	4567
Assurances	
The grantee designated above hereby assures that the federal funds will be expended as detailed in the approved application, as well as, in the documents submitted to request an exception from the reduction of unclaimed funds.	
Total 2016-2017 Grant Award	\$200,000.00
15% of 2016-2017 Grant Award	\$30,000.00
Amount of Grant Award Reimbursed by May 31, 2017, as shown in OMEGA or based on hard copy reimbursements for certain organizations not in OMEGA.	\$150,000.00
Amount of Grant Award NOT been Reimbursed by May 31, 2017.	\$50,000.00
Amount over the 15%, for which the grantee is requesting the exception.	\$20,000.00
	If seeking an exception for funds in F24, justification is
Indicate below if you would like to apply for an exception based on the following:	
<input type="checkbox"/>	Remaining Unclaimed Funds (These are funds that have been spent by the grantee but have not been reimbursed through OMEGA or the Department of Education.)
<input checked="" type="checkbox"/>	Summer School Expenses (These are funds that will be needed to cover summer school expenses.)
<input type="checkbox"/>	Both

This grantee may have summer school expenditures that when added to the amount actual expenditures reimbursed will meet the 85% requirement. They must complete the Justification - Summer Program tab. The expenditures on the Justification - Summer Program tab must match the budget in the application or approved amendments.

SCENARIO #4

This grantee may have unclaimed expenditures and summer school expenditures that when added to the amount actual expenditures reimbursed will meet the 85% requirement. They must complete the Justification – Unclaimed Funds tab and Justification - Summer Program tab. The expenditures on the Justification - Summer Program tab must match the budget in the application or approved amendments.

Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the Elementary and Secondary Education Act of 1965 (ESEA)	
Grantee Section	
Legal Name of Agency (not individual school)	Name of School(s) Served
ABC School Division	ABC Elementary
Mailing Address (Street, City or Town, Zip Code)	
1 Main Street, Anywhere, VA 23123	
Coordinator of Grant	
Virginia Doe	
Coordinator's E-mail	Phone Number
virginia.doe@abc.k12.va.us	4567
Assurances	
The grantee designated above hereby assures that the federal funds will be expended as detailed in the approved application, as well as, in the documents submitted to request an exception from the reduction of unclaimed funds .	
Total 2016-2017 Grant Award	\$200,000.00
15% of 2016-2017 Grant Award	\$30,000.00
Amount of Grant Award Reimbursed by May 31, 2017, as shown in OMEGA or based on hard copy reimbursements for certain organizations not in OMEGA.	\$150,000.00
Amount of Grant Award that has NOT been Reimbursed by May 31, 2017.	\$50,000.00
Amount over the 15%, for which the grantee is requesting the exception.	\$20,000.00
	If seeking an exception for funds in F24, justification is
Indicate below if you would like to apply for an exception based on the following:	
<input type="checkbox"/>	Remaining Unclaimed Funds (These are funds that have been spent by the grantee but have not been reimbursed through OMEGA or the Department of Education.)
<input type="checkbox"/>	Summer School Expenses (These are funds that will be needed to cover summer school expenses.)
<input checked="" type="checkbox"/>	Both

JUSTIFICATION FOR UNCLAIMED FUNDS SAMPLE

Virginia Department of Education Office of Program Administration and Accountability P. O. Box 2120 - Richmond, Virginia 23218-2120 21st Century Community Learning Centers Title IV, Part B, of the <i>Elementary and Secondary Education Act of 1965</i> (ESEA) Documentation of Expenditures Not Reimbursed by OMEGA or the Department							
1	Legal Name of Agency	ABC School Division					
2	Name of School Served	ABC Elementary	0				
3							
4	This form is to be used to document expenditures for Object Codes 1000, 2000, 3000, 4000, 5000, 6000, 8000 that have not been reimbursed by the Department by May 31, 2017, but have been expended by the division or organization.						
5	Directions: Complete form for a school requesting an exception for unclaimed funds. Detail the expenses.						
6							
7							
8							
9							
10							
11							
12							
13	VENDOR NAME	OBJECT CODE	ENCUMBRANCE DATE	SPECIFIC DESCRIPTION OF EXPENDITURE	CHECK OR VOUCHER NO	PAYMENT DATE	AMOUNT
14	ABC Elementary	6000	4/19/16	Nutrition Class Supplies			41.69
15	ABC Elementary	6000	5/26/16	Crochet Class Supplies			28.25
16	Susan Stich	3000	3/1/16-3/31/16	Crochet Class Instructor	123162		100.00
17	ABC Elementary	6000	3/13/16	Crochet Class Supplies	51259	5/13/17	52.62
18	ABC Elementary	6000	3/9/16	Nutrition Class Supplies	51259	5/13/17	13.56
19	ABC Elementary	6000	3/21/16	STEM Supplies	51259	5/13/17	12.72
20	ABC Elementary	6000	3/31/16	Nutrition Class Supplies	51259	5/13/17	17.92
21	ABC Elementary	6000	4/7/16	Nutrition Class Supplies	51259	5/13/17	8.56
22	ABC Elementary	6000	4/4/16	Nutrition Class Supplies	51259	5/13/17	7.56
23	ABC Elementary	6000	4/28/16	Nutrition Class Supplies	51259	5/13/17	14.68
24		1000	4/16/16-5/15/16	Salaries for April-May		5/13/17	10,490.73
25		2000	4/16/16-5/15/16	Benefits for April-May		5/13/17	804.60
26	Dollar Tree	6000	April 26, 2016	headphones	Credit Card	5/26/17	40.00
27	Wal-Mart	6000	April 26, 2016	posterboard, duct tape, beads	Credit Card	5/26/17	34.87
28	Michael's	6000	April 27, 2016	craft supplies	Credit Card	5/26/17	11.45
29	Office Max	6000	April 27, 2016	pens, organizing file box	Credit Card	5/26/17	53.93
30	Wal-Mart	6000	April 26, 2016	duct tape, crayons, erasers	Credit Card	5/26/17	352.75
31	Wal-Mart	6000	4/25/2016	supplies for afterschool	Credit Card	5/26/17	90.15
32	Sam's Club	6000	4/26/2016	supplies for before school	Credit Card	5/26/17	53.90
33	Jo Jo Pizza	6000	4/27/2016	Food for parental involvement	Credit Card	5/26/17	361.00
34	Panera Bread	6000	4/27/2016	Food for parental involvement	Credit Card	5/26/17	90.51
102							
103					Page Total		12,681.45
105							
106							
107							

JUSTIFICATION FOR SUMMER PROGRAM SAMPLE

1000 - Personnel Services				
Description	Unit	Amount	Number	Total
Teachers				
Teachers	10	25	132	33000
Aides	5	15	132	9900
				0
				0
				0
				0
				0
				0
Subtotal Teachers				42900
Administrators and Clerical				
				0
				0
				0
				0
				0
Subtotal Administrators and Clerical				0
Other				
				0
				0
				0
				0
				0
				0
				0
				0
Subtotal Teachers				0
Total for Personnel Services				42900

JUSTIFICATION FOR SUMMER PROGRAM SAMPLE

6000 - Materials/Supplies				
Description	Unit	Amount	Number	Total
Enrichment Supplies (Art, Crafts, Photography, Science)	1	500	1	500
Supplies for Summer Classrooms (paper, markers, etc.)	1	250	1	250
				0
				0
				0
				0
				0
				0
				0
Total for Materials/Supplies				750
8000 - Capital Outlay				
Description	Unit	Amount	Number	Total
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total for Capital Outlay				0
GRAND TOTAL				52761.85

SCENARIO 1 (NO JUSTIFICATION REQUIRED)

Original Award = \$200,000

2017 – 2018 Award Calculation Example for Scenario A

15% of 2016-2017 Award (\$200,000)	May 31 Balance	Difference 5/31 Balance Minus 15% of Original Award	2017-2018 Award (\$126,500)
=\$30,000	=\$46,000	\$46,000 Minus 30,000 = \$16,000	\$200,000 Minus \$16,000 =\$184,000

SCENARIO 2: PENDING EXPENDITURES (ORIGINAL AWARD \$200,000)

Accounting Exception: Pending Reimbursements		
May 31 Balance	Reimbursements Pending	May 31 Balance After Exception Calculation
\$46,000	\$6,000	\$40,000

2016-2017 Award Calculation Example C (Exception Included)			
15% of 2016-2017 Award (\$200,000)	May 31 Balance After Exception Calculation	Difference 5/31 Balance Minus 15% of Original Award	2017-2018 Award (\$190,000)
=\$30,000	=\$40,000	=\$10,000	\$50,000 Minus \$10,000 = \$190,000

SCENARIO 3: SUMMER SCHOOL (ORIGINAL AWARD \$200,000)

Exceptions: Summer Program		
May 31 Balance	Summer Program In Excess of 15%	May 31 Balance After Exception Calculation
\$46,000	\$27,000	\$46,000 Minus \$27,000 = \$19,000

2017-2018 Award Calculation Example C (Exception Included)			
15% of 2016-2017 Award (\$200,000)	May 31 Balance After Exception Calculation	Difference 5/31 Balance Minus 15% of Original Award	2017-2018 Award
=\$30,000	=\$19,000	Balance does not exceed 15%	\$200,000

SCENARIO 4: PENDING EXPENDITURES AND SUMMER SCHOOL (ORIGINAL AWARD \$200,000)

Exceptions: Pending Reimbursements and Summer Program			
May 31 Balance	Pending Reimbursements	Summer Program In Excess of 15%	May 31 Balance After Exception Calculation
\$46,000	\$6,000	\$27,000	\$46,000 Minus \$33,000 (\$6,000 + \$27,000 = \$33,000) = \$13,000

2017-2018 Award Calculation Example C (Exception Included)			
15% of 2016-2017 Award (\$200,000)	May 31 Balance After Exception Calculation	Difference 5/31 Balance Minus 15% of Original Award	2017-2018 Award
=\$30,000	=\$13,000	Balance does not exceed 15%	\$200,000

VIRGINIA DEPARTMENT OF EDUCATION

21ST CCLC STAFF

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